



# Montana Board of Crime Control Request for Proposals (RFP)

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## Request for Proposals (RFP)

#15-02 (W)

### STOP Violence Against Women Act (VAWA)

New applicants must register online at [www.mbcc.mt.gov/osas/Default.aspx](http://www.mbcc.mt.gov/osas/Default.aspx)  
and are encouraged to register immediately upon intent of application.

**Proposal Deadline: January 22, 2015 at 12:00 P.M. Noon**

**Project Dates: July 1, 2015 to June 30, 2016**

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.*

*For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, please contact Kristel Matchett, Administrative Assistant, MBCC by e-mail, fax, or expedited/overnight mail (use of mail service with package tracking capability is strongly encouraged). Proposals must be received by MBCC no later than **12:00 P.M. Noon on January 22, 2015**, in order to receive MBCC review and consideration.*

## I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for funding to implement the STOP (Services-Training-Officers-Prosecutors) Violence Against Women Act in Montana to be funded by Office on Violence Against Women (OVW). The purpose of the Violence Against Women Act is to promote a coordinated, multi-disciplinary approach to enhancing advocacy and improving the criminal justice system's response to violent crimes against women. The Act encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the

development and improvement of advocacy and services in cases involving violent crimes against women.

A VAWA Committee representing judges, prosecutors, law enforcement, and victim service projects was appointed by the Board to establish priorities for initiatives to be funded from OVW. The VAWA Committee supports a funding strategy that encourages local agencies to gradually institutionalize programs through demonstrated effectiveness. Such a funding strategy will allow MBCC to extend funding opportunities to new initiatives and broaden the impact of the STOP VAWA program. Public agencies receiving funding are strongly encouraged to demonstrate local support through increased match and reduced reliance on federal dollars.

The U.S. Department of Justice has not yet determined Montana's allocation. Funding is granted annually. This year, the STOP VAWA application process is competitive. Previous funding does not guarantee an award during this funding cycle.

**Note: In 2014, MBCC received the STOP VAWA Formula award on September 28, much later than in previous years. Because federal funds are not always available immediately following the award date, the accountants are unable to reimburse expenditures incurred by programs (July 1 to award date) until mid-to-late October. Programs should prepare for this contingency.**

## **II. Eligibility**

Eligible applicants include State, local, and Tribal courts (including juvenile courts); Tribal governments; units of local government, and nonprofit, nongovernmental victim services programs, including community-based organizations.

*For nonprofit agency applicants, see Section VIII, 7(c) of the Application Requirements for additional new requirements.*

### **Mandatory DUNS and SAM Registration:**

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) took effect January 1, 2009. Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM). To obtain a DUNS number online, go to <http://www.dnb.com/> or call the Dun & Bradstreet hotline at 1-866-705-5711. For additional information regarding SAM, visit [www.sam.gov](http://www.sam.gov).

The DUNS number is required as part of registration with SAM. To register with SAM, go to [www.sam.gov](http://www.sam.gov) or call the Federal Service Desk at 1-866-606-8220 with any questions.

*Note: You must renew your SAM registration once a year. If applicants fail to renew their SAM registration, the grant application may not be considered.*

*A copy of the current, active SAM registration MUST be uploaded into the Online Subgrantee Application System (OSAS).*

### III. Application Deadline

Applications for RFP #15-02 (W) Violence Against Women Act must be submitted no later than **January 22, 2015 at 12:00 p.m. noon.**

*Failure to meet required deadlines and/or application requirements may result in denial of the application.*

*In an effort to mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 72 hours prior to the application due date.*

### IV. Registration

Register with the Online Subgrantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline of **January 22, 2015 at 12:00 p.m. noon.** Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN). If you have previously applied for a grant with MBCC, use your existing User ID and Password. If you need assistance, contact MBCC at (406) 444-3604.

### V. How to Apply

Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov), select *Grant Resources* then select *Online Application*. Log in, select *File a New Application* and then select the RFP for which you are applying. Complete the online application.

### **REQUIREMENTS:**

All required documents must be uploaded into the online application for submission; some documents must be scanned before uploading. These include the following:

- Signature page with original signatures – *Application cannot be submitted without identifying the Project Director and Budget Representative. MBCC recommends this be a priority before completing the rest of the application. Please make sure signers are current and have signatures on the form prior to completing online application.*
- Verification for System of Award Management (SAM) Registration
- For Non-Profits only:
  - Financial Resource Disclosure Form – click on the following link then scroll down to Financial Forms to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>
  - Accounting System and Financial Capability Questionnaire – click on the following link then scroll down to Financial Forms to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>
  - Proof of non-profit status
- All other required documents:
  - Position Description if personnel is requested in budget
  - Policies and Procedures for LEP Clients and Client Grievance

- Organization Chart and list of personnel working on the VAWA project
- List of Board Members (Non-Profits only)
- Consultation with Victim Services Programs – for tribes, local and state governments, and other organizations that are not non-profits.
- VAWA Addendum – click on the following link then scroll down to Forms/Victims and click on the 2015 STOP VAWA Addendum:  
<http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>
- Sexual Assault Response Form - click on the following link then scroll down to Forms/Victims to download and complete the form:  
<http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

### **Assistance**

If you need assistance with online registration or submission of the online application, please call our front office at (406) 444-3604.

If you have questions regarding the application content, please contact the following staff:

<u>Program Accountant</u>	<u>Phone</u>	<u>Program Manager</u>	<u>Phone</u>
Maureen Leo	406-444-2077	Tina Chamberlain	406-444-4763
<a href="mailto:MLEo@mt.gov">MLEo@mt.gov</a>		<a href="mailto:TChamberlain@mt.gov">TChamberlain@mt.gov</a>	

### **Crime Statistics**

Agencies may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their applications. MTIBRS Online Reporting (MOR) is an interactive database that takes full advantage of Montana's Incident-Based Reporting System. Users can select custom reports based on offense, offender/arrestee, victim, and property data elements. Users can also create their own custom reports based on many variables and export the reports in multiple formats (PDF, XML, or comma-delimited). Data from 2005 to the most complete current year is available. For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at [mbcc@mt.gov](mailto:mbcc@mt.gov) *at least five working days before the RFP deadline*. For more information, please contact Tyson McLean at (406) 444-4298 or [TyMcLean@mt.gov](mailto:TyMcLean@mt.gov) or Kathy Ruppert at (406) 444-2084 or [KRuppert@mt.gov](mailto:KRuppert@mt.gov).

### **Crime Data Reporting Policy (for units of local government)**

If applicable, MBCC requires the applicant's local law enforcement agency(ies) to be compliant with the Crime Data Reporting Policy. Click here to review the policy: <http://mbcc.mt.gov/Data/CrimeDataSubmissions/B-03CrimeDataReportPolicy.pdf>. Contact MBCC staff for your agency's crime data reporting status - Kathy Ruppert (406-444-2084; [kruppert@mt.gov](mailto:kruppert@mt.gov)) or Tyson McLean (406-444-4298; [TyMcLean@mt.gov](mailto:TyMcLean@mt.gov)) *at least five working days before the RFP deadline*.

### **Receipt Verification**

All applicants will receive a letter acknowledging the receipt of their application and will be assigned a grant number and an MBCC contact person.

### **Late Applications**

New project applications received past the due date will not be considered. Continuation project applications received past the due date require an appearance before the Victims Committee of the Board to request consideration. See below for definitions:

- Continuation Project – a project that received or was approved for funding in the previous grant cycle from the same funding source as applying for
- New Project – project that is not currently receiving funding from the same funding source as applying for.

## **VI. Quarterly Reporting**

All successful applicants for grant award funds from MBCC must agree to submit quarterly narratives, performance measures, data, and financial reports in the prescribed format according to MBCC time frames within 10 days after the end of each program quarter.

<u>Reporting Period:</u>	<u>Due Date:</u>
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 10

## **VII. Program-Specific Information**

### **Project Period**

The project period begins July 1, 2015 and concludes June 30, 2016. Funds may not be expended or obligated prior to July 1, 2015.

### **Cash or In-Kind Match**

Match is required for local, state and tribal government agencies. Non-profit programs are not required to provide match (however, providing match demonstrates local commitment).

Matching contributions of 25% (cash or in-kind) of the VAWA project (VAWA grant plus match) must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the VAWA victim assistance funds and must be expended within the grant period. Remember to identify the source of the match and the anticipated expenses that will be obligated by the match in the budget narrative. The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified on both the Project Budget Sheet and Budget Narrative. Providing more than 25% match is acceptable but not encouraged. Total match amounts must be tracked separately and in full. **Projects must document the basis for determining the value of match.**

Formula for calculating match (use the example below to correctly calculate match required for VAWA funding):

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

Required recipient's share percentage x Adjusted Project Cost = Required Match

Example: 25% match requirement – for a federal award amount of \$10,000 calculate as follows:

$$\frac{\$10,000}{75\%} = \$13,333 \qquad 20\% \times \$13,333 = \$2,667 \text{ match}$$

### **STOP VAWA Authorized Purpose Areas**

Subgrants supported through this Program **must** meet one or more of the following statutory purpose areas. *Changes and new purposes areas from the Reauthorization of VAWA 2013 are highlighted in bold below.* Those purpose areas marked with an asterisk (\*) are considered a priority by the VAWA Committee under the 2014-2017 STOP VAWA Implementation Plan. Click the following link and scroll down to Forms/Victims to view the Plan: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>.

Indicate all the purpose areas that apply to your proposed project. Projects may meet more than one purpose area. Funds under the STOP Formula Grant Program may be used for the following purposes:

1. \*Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, **stalking**, and dating violence, **including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a))**;
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence, **as well as the appropriate treatment of victims**;
4. \*Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, **classifying**, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;
5. \*Developing, enlarging, or strengthening victim services **and legal assistance** programs, including sexual assault, domestic violence, **stalking**, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, **dating violence, stalking**, and domestic violence;

6. \*Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, **stalking**, and dating violence;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. \*Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, **dating violence, stalking**, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
  - A. Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including **the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases**;
  - B. Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - C. Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - D. Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - A. The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - B. The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
  - C. The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.

**Note:** Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories **must** notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting State, local or tribal legislation and policies that enhance best practices for responding to domestic violence, **dating violence**, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. \*Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses **to** male and female victims of domestic violence, dating violence, sexual



assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, **as defined in section 249(c) of title 18, United States Code.**

20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, **dating violence**, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a State to be used for this purpose.

### **OVW GUIDELINES**

**Consultation with Victim Services Programs:** The Office on Violence Against Women (OVW), U.S. Department of Justice, requires that all STOP funded state, local, and Tribal law enforcement, prosecution and court related applicants certify that they have consulted with victim services programs during the course of the development of their subgrant applications. Click on the following link then scroll down to Forms/Victims to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>.

**Sexual Assault Set-Aside:** The Reauthorization of VAWA 2013 requires “not less than 20 percent of the total amount granted to a state under this subchapter shall be allocated to programs or projects in 2 or more allocations [victim services, courts, law enforcement, or prosecution] that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.” The 20 percent is counted on the total amount granted to the state, but is not a separate allocation. Examples of programs are sexual assault nurse examiners (SANEs), sexual assault response teams (SARTs), or trainings. By statute, the allocation categories for STOP applications are not determined by type of agency (as in the past), but rather the purpose of the program.

In order to meet the OVW provision, some information formerly contained in the STOP VAWA Addendum is now required as a separate document. Click on the following link then scroll down to Forms/Victims to download and complete the STOP VAWA Sexual Assault Program Response form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>.

**Supplanting:** STOP funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose.

**Activities that Compromise Victim Safety and Recovery:** The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Offering perpetrators the option of entering pre-trial diversion programs;

- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator;
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Placing of batterers in anger management programs; or
- Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.

**Out-of-Scope Activities:** OVW has determined research projects to be out of the program scope and will not be supported by STOP funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes.) Applicants may not use any STOP funds to conduct research. However, up to 3 percent of the budget may be allocated for the purposes of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, subgrantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

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### **Application Review and Scoring**

All applications will be reviewed through a competitive process for completeness and responsiveness to the scope of the STOP VAWA program and the requirements of this RFP. Accounting and Program staff will review applications; funding recommendations will be referred to the MBCC Victims Committee for their review. Victims Committee funding recommendations will be referred to the Board for final funding decisions/awards. The Board reserves the right to award funds to programs they believe are the best use of STOP VAWA funds, regardless of the applicant's application score. The Board supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

### **Selection Criteria**

The following selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. (See Section VIII - Application Requirements for further description of the required elements.)

- Executive Summary - 5 percent out of 100
- Budget and Budget Narrative – 20 percent out of 100
- Needs Statement - 25 percent out of 100
- Goals – 10 percent out of 100
- Objectives – 10 percent out of 100

- Implementation Plan – 15 percent out of 100
- Evaluation Plan – 5 percent out of 100
- Collaboration – 5 percent out of 100
- Future Funding/Sustainability Plan – 5 percent out of 100

For example, the criteria “Executive Summary” is worth 5 percent of the entire score in the application review process.

Scoring Criteria will be used as a tool to assist the accounting and program staff, as well as the Victims Committee, in evaluating the overall application. Any proposal that fails to achieve 60% of the total available points may be eliminated from further consideration.

## VIII. Application Requirements

**Applications and their components must be submitted based upon a 12-month period (July 1, 2015 – June 30, 2016) and MUST include the following:**

- Section 1. Face Page.** The face page is automatically generated in the online application system. The face page identifies the applicant, the project director, the project title, the project duration dates, the previously funded grant number, and the total number of months of federal support. *The Project Director must be an employee of the applicant agency.*
- Section 2. Project Budget.** Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project. *It is strongly recommended that applicants budget one night hotel and travel expenses for 1-2 staff in the travel category to attend MBCC subgrantee training.*
- Section 3. Budget Narrative.** The narrative should (1) demonstrate that all costs are reasonable; (2) explain and justify each budget item; (3) show the cost calculations to demonstrate how the applicant arrived at the total amount requested; (4) provide a brief narrative to link costs with project activities; and (5) include the source of the match and identify anticipated expenses to be covered by the match (if match is applicable).
- Section 4. Project Narrative.** The project narrative describes the applicant’s approach in his/her community or area of operation. Submit a project narrative that presents a detailed description of the purpose, needs, goals, objectives, strategies, implementation, evaluation, and sustainability of the proposed project. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The program narrative must be written in a 12-point font, double-spaced, and kept to 24 pages or less.

**The Project Narrative MUST contain the following elements:**

*Executive Summary*

Briefly summarize the scope of your project; state the problem or need; identify objectives and outcomes to be gained. Explain how the proposal is addressing the purpose area you identified. This section should be limited to 4 double-spaced, 12-point font pages.

*Needs Statement*

The needs statement identifies the problem(s) to be addressed and validates the need for your program and services within your area. The statement includes current data (less than 5 years old) that justifies the grant request. The needs statement should reflect regional or community data in addition to statewide data. Please identify the date range of the data. Include the population of your community and of the total area the program covers and how many counties you serve. Indicate the number of other victim services in the community and ways in which your program is different.

*Goals*

Provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. Goals must be clearly defined, challenging, achievable, realistic and tangible. The project goals should adhere to the purpose area and the performance measures tied to that purpose area.

*Objectives*

There is a minimum of three objectives and a maximum of five objectives. Identify the specific milestones aimed at achieving the goal(s). Objectives must start with the word "To"; must state the date when a milestone will be reached; and must be specific, measureable, achievable, realistic, and time-bound. Objectives should be directly related to the performance measures. Example: "To work directly with law enforcement to improve victim services" is not a measurable objective. "To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services" is measurable and appropriate for the project period.

*Implementation Plan*

Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or work plan listing the objectives, the responsible party or parties, the timeline, how each objective will be accomplished, projected costs, and resources needed.

*Evaluation Plan*

Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to the specific performance measures and activities outlined in the narrative.

### *Collaboration*

Applicants must include a description of collaboration with other agencies in the community and region that are providing direct services to victims, including but not limited to representatives from children services, community organizations, hospitals, local police departments, and the court system, such as victim advocates, and prosecutors' offices.

### *Future Funding/Sustainability Plan*

Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of funding anticipated, and a general description of funding in the final year of support. *Applying for additional grants is not considered an adequate sustainability plan.*

**Section 5. Special Assurances and Conditions.** The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page of this application binds the applicant to the Special Assurances and Conditions.

**Section 6. Signature Page with Original Signatures.** The Signature Page with original signatures must be scanned and uploaded into OSAS. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. If any person in the position of Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information and signed by all parties. *The Project Director must be an employee of the applicant agency.*

**Section 7. Upload Required Documents.** Do not submit documents other than those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

**a. Signed Signature Page.** All required parties must sign:

- A. Official Budget Representative
- B. Project Director
- C. Financial Officer

**b. Verification of SAM Registration:** A copy of the current, active SAM registration must be uploaded into OSAS. See Part II: Eligibility.

**c. Non-Profit Requirements:**

Financial Disclosure Form. All non-profit agencies must complete this form. List all funding sources and amounts you receive to operate the program for

which you are applying. Click on the following link then scroll down to Forms/ Financial to download and complete the form:  
<http://mbcc.mt.gov/Grants/Forms/GrantResources.asp> .

Accounting System and Financial Capability Questionnaire. Provide information demonstrating your agency's accounting and financial structure. Click on the following link then scroll down to Forms/Financial to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

Non-Profit Status. Non-profit agencies must provide documentation of their non-profit status.

**d. Other Required Documents:**

Position Description. If grant monies are used to fund personnel for the project, include a position description for each position.

Policies and Procedures.

- Providing services to clients with Limited English Proficiency.
- Grievance policy for victims who are not satisfied with the assistance provided by an employee or the agency.

Organization Chart. Include an organization chart of the agency and a list identifying personnel working on the VAWA project.

Listing of Current Board Members. For non-profits only.

Consultation with Victims Services Programs. Prosecution, law enforcement and court-based applicants are required to consult with state or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

VAWA Addendum. Click on the following link then scroll down to Forms/Victims to download the 2015 STOP VAWA Addendum and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

Sexual Assault Program Response. (This document was formerly contained in the VAWA Addendum.) Identify the percentage of program funding and the dollar amount of program funds dedicated to sexual assault, domestic and/or dating violence, and stalking. Then provide a description of how your program meaningfully addresses sexual assault victimizations. Click on the following link then scroll down to Forms/Victims to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

## **IX. Special Requirements**

All successful applicants for MBCC grant award funds must agree to the following requirement(s):

Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format according to MBCC time frames.*

### **Federal Reporting Requirements**

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- Department of Justice Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## **X. Limitations and Fund Use**

Federal grant funds are governed by the cost principles of the Office of Management and Budget (OMB). Allowable costs are those costs identified in relevant OMB circulars/Code of Federal Registers found on the OMB website: [http://www.whitehouse.gov/omb/grants\\_default](http://www.whitehouse.gov/omb/grants_default), and in the grant program's authorizing legislation. To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project and must also comply with the funding statute requirements. To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the relevant Cost Principles;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the relevant cost principles, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;

- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation;
- Be the net of all applicable credits; and
- Be adequately documented.

**The U.S. Office of Management and Budget is in the process of revising Cost Principles and Circulars. Updates to the circulars are not available at this time but are expected to be released in late December 2014. <http://ojp.gov/funding/index.htm>. The new revisions will impact grants funded by this RFP.**

In addition to the Cost Principles, the Office of Justice Programs (OJP), Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The Financial Guide can be found at <http://www.ojp.usdoj.gov/financialguide/index.htm> . The provisions of this guide apply to Department of Justice awards.

Funds may not be expended or obligated prior to July 1, 2015.

The following is a list of generally allowable costs (this is not inclusive):

- Advertising and public relations costs – restrictions apply;
- Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited;
- Communication costs;
- Compensation for personal services – detailed time and attendance records may be required; other restrictions may apply;
- Employee morale, health, and welfare costs;
- Equipment – must be integral and necessary for the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000;
- Insurance and indemnification – restrictions apply;
- Maintenance and repair costs – restrictions apply;
- Material and supplies costs;
- Meetings and conferences – restrictions apply;
- Memberships, subscriptions and professional activity costs – restrictions apply;
- Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;
- Publication and printing costs – restrictions apply;
- Rental costs of buildings and equipment;
- Training costs; and



- Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to <http://mom.mt.gov/default.mcp.x> to access the Montana Operations Manual. Once inside the manual, click travel.

For allowable costs, go to <http://www.ojp.usdoj.gov/financialguide/index.htm> click *Table of Contents* then *Chapter 3.9 Allowable Costs*.

The following is a list of unallowable costs (this is not inclusive):

- Bad debts;
- Construction in general;
- Compensation and travel of federal employees;
- Costs incurred outside the project period;
- Donations and contributions;
- Entertainment;
- Fines, penalties, and interest expense;
- Food and beverages (including alcoholic);
- Fundraising and investment costs;
- Goods or services for personal use;
- Land acquisition/purchase of real property;
- Lobbying;
- Membership fees to organizations whose *primary* activity is lobbying;
- Pre-agreement costs;
- Purchase or lease of vehicles;
- Supplanting;
- Tips; and
- Uniform allowances.

For unallowable costs go to <http://www.ojp.usdoj.gov/financialguide/index.htm> click *Table of Contents* then *Chapter 3.13 Unallowable Costs*.

## **XI. Selection Criteria**

### **Awards**

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The accountants and program managers will review the applications and summarize their findings to the Victims Committee of the Board at their May meeting for their recommendations.

Immediately following the review of the applications, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. The Board will review all of the Committee's recommendations during their June 2015 meeting and make final funding decisions. Each applicant will receive either an award notice or a denial letter.

### **Appeals**

Per Board policy, if an application is recommended for denial by the Victims Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following: (1) the Request for Proposal was inaccurate; (2) staff provided misinformation; or (3) staff

failed to follow existing policies. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within 10 calendar days of notice of the Victims Committee's recommendation.

<b>XII. Application Checklist</b>
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**Application Checklist:** Please refer to this checklist before submitting your online application and required additional documentation.

- ☐ Project Budget and Budget Narrative
- ☐ Project Narrative with Required Elements
- ☐ Scanned Signature Page with Original Signatures
- ☐ Scanned Verification of SAM Registration
- ☐ Financial Resource Disclosure Form – Non-profits only
- ☐ Scanned Accounting System and Financial Capability Questionnaire – Non-profits only
- ☐ Scanned Nonprofit Status – Non-profits only
- ☐ Position Descriptions (if personnel is requested in budget)
- ☐ Other Required Documents:
  - ☐ Policies and Procedures for LEP Clients and Client Grievance
  - ☐ Organization Chart and List of Project Personnel
  - ☐ Board Member List – Non-profits only
  - ☐ Consultation with Victim Services Programs Form
  - ☐ STOP VAWA Addendum
  - ☐ Sexual Assault Response Form

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